

# VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Sr. Institution Attendant (VH) 40 hr</u>	CLASSIFICATION CODE: <u>02152300</u>
	SALARY RANGE: <u>Gr. 14 (\$26937-29261)</u>	REFERENCE POSITION NO.: <u>1235-10000-765</u>
	Department of Human Services	APPLICATION PERIOD: <u>3/25/05 - 3/31/05</u>
	Division/Section/Unit <u>Veterans Affairs</u>	GRACE PERIOD ENDS <u>4/3/2005</u>
	Assignment(s) / Comments <u>Shift/Days Off Subject to Contractual bidding</u>	
	Shift and Days: <u>To Be Determined</u>	Job Location: <u>Veterans Home, Bristol</u>
	Restrictions/Limitations: <u>None</u>	
	Position Covered By Collective Bargaining Union Agreement	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	Name of Bargaining Unit Union: <u>Council 94, Local 904</u>	
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position	<b>See A/B or Both for Specific Instructions</b>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
The primary function is to assist in the administering of medications to residents/patients as ordered by the attending physician, under the direction of the charge nurse, nursing supervisor and director of nursing services. Is responsible for the administration of medications in accordance with established nursing standards, policies, procedures, practices of the facility and the Rules and Regulations as required by the State. To perform such duties as a certified nursing assistant as assigned by the director of nursing services.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Graduation from a senior high school; and employment in a private or public institution for the care and treatment of illness, mental illness or for the care and custody of the mentally retarded; or any substantially equivalent education and experience. Must be certified by the State of Rhode Island Department of Health Certified Nursing Assistant (CNA). Physical examination required. Must have satisfactorily completed a state approved program in drug administration.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Ann DeBonis	Telephone #: <u>401-462-2481</u>
	Department of Human Services	Fax #: <u>401-462-2041</u>
	600 New London Avenue	TTY/TDD #: <u>401-462-3363</u>
	Cranston, RI 02920	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER